



**Application for a Zoning Compliance
Permit for Permanent Signs**

Community Development & Revitalization Department

260 S. Garber Drive, Tipp City, Ohio 45371

Phone: 937-506-3172

www.tippcityohio.gov

For Staff Use Only

Submittal Date:

Fee Paid:

Receipt #:

Staff Initials:

Case/Permit Number:

Zoning Compliance Permit Review Information

1. The review procedure and criteria are established in Section 154.03(I) of the Tipp City Zoning Code.
2. A zoning compliance permit is required for permanent signs as established in Section 154.11 of the Tipp City Zoning Code.
3. Approval of a zoning compliance permit does not guarantee any other approvals (e.g. building permits, etc.). The applicant shall be responsible for applying for any other necessary permits or reviews.
4. Permit fees for permanent signs are listed in the Schedule of Fees as established by City Council, and are available for review at the Tipp City Government Center
5. Permit fees are due at the time the permit is received.

Project Information

Project Address:

Lot Number:

Zoning District:

Describe, in detail, the proposed project or use:

Applicant Information

Applicant Name:

Owner:

Address:

Phone Number:

E-Mail:

Contractor Name (if applicable):

Contractor Phone Number:

Case/Permit Number:		
Project Information		
Provide the following information. All measurements shall be in feet or square feet.		
Sign Type:	Internal or External Illumination?:	
Height (Freestanding Sign):	Changeable Copy Component (EMC)?:	
Area (Face Only):	CC Area:	Building Width (Wall Sign):
Setback from Lot Line or ROW:	Lot Width (Freestanding Sign):	
Signature		
I certify that, to the best of my knowledge, the information contained in this form and within any attachments is correct and truthful. Furthermore, I certify that I am the property owner or a duly authorized agent of the property owner for this application. I understand that knowingly falsifying this information may be grounds for the denial or revoking of this application and any subsequent review applications.		
Print Name:		
Signature:		
Date:		

Zoning Compliance Permit Decision (Permanent Sign) - For Staff Use Only	
The signature below authorizes only the work that was approved as part of this application	
Signature	
Decision: ☐ Approved ☐ Denied	
Date of Approval:	
Expiration Date (if applicable):	
Comments:	
Variance/Appeal:	
Date Granted:	Case Number:

Zoning Compliance Permit (Permanent Sign) Submittal Requirement Checklist	
☐	A scaled site plan shall be submitted showing the location and dimensions of all existing and proposed signs, as well as all relevant site features, including driveways, sidewalks, buildings, and other structures. The plan shall clearly indicate setback distances from each proposed sign to all lot lines and to any buildings or structures on the same lot. The City may require the submission of a legal survey to verify property lines, setbacks, and sign placement as part of this application.
☐	A scaled set of drawings shall be submitted showing the proposed signage, including all dimensions and visual details.